

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20503

31 October 1977

MEMORANDUM FOR ALL EMPLOYEES

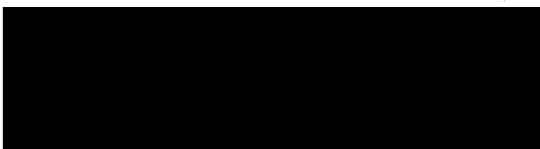
1. In a recent memorandum for the heads of departments and agencies, President Carter stated:

"If we are to improve the quality and performance of our government, we must involve all government employees in that task. We need their determination, their energy, and their ideas to set high standards and see that we meet them."

I want to add to that my own appreciation of the importance of employee suggestions on improving our work and doing it more economically. One of our greatest resources is the wealth of ideas that you possess. I urge you to put them into action and to receive recognition for them by utilizing the Agency's Suggestion and Achievement Awards System. I am proud of the fact that in FY 1977 Agency employees submitted 520 eligible suggestions through the Suggestion and Achievement Awards System, 119 of which were adopted for first year benefits in excess of \$180,000. I am convinced, however, that this represents only a small part of what is possible if each of us would actively participate in the submission of constructive ideas to eliminate waste, improve procedures, make more productive use of time, and maximize the utilization of facilities and energy resources.

2. President Carter wishes to give personal recognition to outstanding achievers in the Federal Government's Incentive Awards Program and has asked that awards since January 1, 1977 which produce first year benefits of \$5,000 or more be brought to his attention. He has also asked that I inform him of especially significant ideas that involve energy-saving actions. With the support of each of you, I know that our Agency will continue its record of being among the leaders in this important program.

STATINTL

  
STANSFIELD TURNER  
Director

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